



How to Make Your Council Chambers Presentation More Effective

This information is intended to help you create and choose materials for your presentation. The materials presented will appear on the monitors in the Chambers and possibly broadcast through KSUN (the government access cable channel.)

Each speaker is limited to a maximum of three minutes. For land use items, applicants are limited to a maximum of 10 minutes for opening comments and 10 minutes for closing comments.

There will be no technical assistance available at the time of your presentation. We recommend you bring someone to assist you.

Speaker Cards

Give completed cards to City Clerk or Recording Secretary before or during meeting.

- Speakers are invited to the podium by the mayor or the chair. To assure you have an opportunity to speak, please complete a speaker card.
- Cards are also helpful to assure the correct spelling of your name in the meeting's minutes. Contact information, if included, is used should followup after the meeting be desired.
- Blank cards are available on the table in the back of Chambers.

Handouts

Give copies to City Clerk or Recording Secretary before or during meeting.

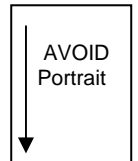
- Please bring 12 copies of your handouts to the meeting.

Please submit requests for the use of the following presentation tools to the City Clerk or Recording Secretary a minimum of ten minutes prior to the start of the meeting. Contact information is shown at the end of these guidelines.

Overhead Materials



- Items, including three-dimensional objects, can be displayed on our document camera overhead projection system. When possible, use landscape format.
- Photographs: Non-glossy finishes help to reduce glare. Tape multiple photos to an 8 ½ x 11" piece of paper, using a landscape orientation.
- Handwritten materials should be legible; lettering of at least ½" used.



Video Cassettes & DVDs



- Videotapes and DVDs are generally used for special presentations only.
- Submit VHS format videos and DVDs for review to the appropriate City staff office at least three working days prior to the meeting. Contact numbers are listed at the end of these guidelines.
- Video and DVD length will be included in your total allotted speaker time.

Slides



- Bring your slides loaded into a standard carousel in the order you wish them to be displayed.
- The electronic slide projector can zoom and focus.

PowerPoint



- PowerPoint files should be sent via e-mail in advance to the appropriate City staff person or Communications office, or provide a disk no later than 3:00 p.m. the day of the meeting. Contact numbers are listed at the end of these guidelines. We suggest you also bring the PowerPoint file on CD or USB flash thumb drive as a backup.
- A wireless remote is available to allow you to advance the PowerPoint slides while speaking at the podium.
- Some tips to help the audience read your PowerPoint presentation are:

Color

- Use a simple color scheme - don't use too many colors on one slide.
- Color-perception problems are common - avoid combinations of brown/green, blue/black, and blue/purple.
- Use one of the built-in PowerPoint themes to give your presentation a uniform look.

Size

- Use a common, bold font (Arial Rounded Bold works well) with thick lettering.
- Use a minimum of a 24-point font.
- Do not fill slide to the edges - maintain clear borders on all sides of the slide.

Content

- Do not use animations - they are distracting and may not render properly.
- Do not put too much text on one slide - it is better to break up the information over two or more slides.
- Limit the number of bulleted points to 3 per slide.
- Limit the number of lines per bullet to no more than 4 lines each.
- Limit graphics - too many can clutter and detract from your presentation.



Wireless Microphones

- A hand-held microphone and a hands-free lapel microphone are available for those unable to come to the podium.

Requests for the use of these presentation tools should be brought to the City Clerk or Recording Secretary a minimum of ten minutes prior to the start of the meeting. For questions, contact:

City Council presentations — Communications at (408) 730-7535

e-mail: communications@ci.sunnyvale.ca.us

Planning Commission presentations — Planning Division at (408) 730-7440

e-mail: planning@ci.sunnyvale.ca.us